

## PROCUREMENT CHECK LIST

**Lead times are from date scheduled on the procurement calendar  
for items NOT already on contract**

<http://www.hartford.gov/purchasing/Policy.htm>

### **Less than \$5000.00**

Estimated lead-time before placing order with supplier -- **Same day**.

- Use a Procurement Card
- Or
- Use the Direct Payment process (previously known as NPO)  
The use of a direct payment is limited to small one-time purchases of *commodities of less than \$5,000* where a P-Card is not available.

Direct payments may also be used for the following items if they are less than \$10,000 in value:

- Utilities
- Temporary Personnel costs
- Expense Reimbursement

**NOTE:** Procurement Cards and NPOs are to be used for small **one-time** purchases using contracted suppliers when available. If you anticipate the possibility of making multiple small purchases from a single supplier requisition a Blanket Order

### **Up to \$24,999.00**

Estimated lead-time before placing order with supplier – **7 days**.

Departments have the option of managing purchases in this price range (for total year requirements) using templates provided by Procurement Services or requesting Procurement Services to manage the process. To utilize Procurement Services be sure to your needs scheduled on the Procurement Calendar using the [Bid & Calendar Request Form](http://www.hartford.gov/purchasing/Policy.htm) available at:  
<http://www.hartford.gov/purchasing/Policy.htm>

- Initiate a competitive event (i.e. request for quotes via Mercury Commerce. Training is available by calling Mercury Commerce (215) 444-9300 and talk to Monte to schedule a training session. Follow up one-on-one training is available from Procurement Services if needed. Contact Mark Turcotte @ [mcturcotte@hartford.gov](mailto:mcturcotte@hartford.gov).
- Issue an award to the lowest **responsible** supplier that meets your requirements.
- Create and issue a requisition including:  
\_\_\_ cost;

- \_\_\_ the account number;
- \_\_\_ a detailed description of the item and required capabilities ;
- \_\_\_ when the item will be needed;
- \_\_\_ a reference to the competitive event number

### **\$25,000.00 and over**

Estimated lead-time before placing order with supplier -- **5 weeks** (10 weeks if a formal contract requiring legal review is required) **after start date scheduled on the Procurement Calendar.**

- Be sure to schedule your item on the Procurement Calendar as soon as you are aware of the need to purchase it using the [Bid & Calendar Request Form](#) available at: <http://www.hartford.gov/purchasing/Policy.htm>
- On the date that your item is scheduled on the calendar (located on the intranet at: <http://hm-2k3-appweb01/procal/>) re-transmit the [Bid & Calendar Request Form](#) following the instructions on the form.
  - \_\_\_ Amount of funds available;
  - \_\_\_ The account number;
  - \_\_\_ A brief description of the item and required capabilities ;
  - \_\_\_ Indicate when the item will be needed;
  - \_\_\_ Indicate any options for response pricing you would like Respondents to provide.
  - \_\_\_ Forward detailed specifications

### **Any Amount - Emergency**

Estimated lead time -- **Immediate**

An emergency condition threatens public health, welfare, or safety. Such a condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods and lack of which would seriously threaten:

- (a) the functioning of City government;
- (b) the preservation or protection of property; or
- (c) the health or safety of any person.

There are two types of emergencies:

- Usual Emergencies (brought about during the normal course of business); and
- Catastrophic Emergencies (when the City's Emergency Operations Plan (EOP) is activated).

Refer to the Emergency Procurement Guidelines and the Emergency Purchase Documentation Form available at: <http://www.hartford.gov/purchasing/Policy.htm> for specific information on procedures.